



TITLE 13

STREET NAMING AND ADDRESSING ORDINANCE

TETON COUNTY, IDAHO

WHEREAS: It is the desire of Teton County to protect the health, safety, and welfare of all county residents, and:

WHEREAS: Teton Count has worked closely through the County Assessor with the Teton County Fire Protection District, the Teton County Ambulance, and the Teton County Sherriff's Office to create a fair and uniform standard for address assignment; to establish address grids; to create standards for the posting of road signage and structure identification; to formalize a process for the correction of erroneously assigned structures and roads; and to establish compliance procedures and processes to bring non conforming situations into compliance, and:

WHEREAS: Teton County has assigned an addressing database to be kept within the courthouse as the official countywide addressing database and establish this ordinance to heretofore be the countywide protocol governing addressing.

THEREFORE: Be it ordained by the Board of County Commissioners of Teton County, Idaho that this ordinance is declared to be the governing regulation for addressing in the county.

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SECTION 1

DEFINITIONS

APARTMENT BUILDING

A single building comprised of three or more dwelling units used as rental property.

CONDOMINIUM

A building in which each individual unit is held in separate private ownership and all floor space, facilities and outdoor areas used in common by all tenants are owned, administered and maintained by a corporation created pursuant to the provisions of the appropriate statute.

An individual dwelling unit under individual ownership in a multiple unit development with common elements which are owned on a proportional, undivided basis by all owners.

DUPLEX RESIDENCE

A building that is divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

GRID ROAD

A road that runs a straight line east to west or north to south and follows the format of prefix, base name, and suffix (i.e. N 400 W). Roads that meander or curve do not typically have a grid name.

MOBILE HOME/MANUFACTURED HOME

A detached residential dwelling unit designed, after fabrication, for transportation on streets or highways on its own wheels or on flatbed or other trailers, and arriving at the site where it is to be occupied as a dwelling, complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations.

OFFICE COMPLEX

A single building comprised of three or more office units used as individual businesses.

ROAD DATABASE

The official road database maintained by the County GIS office

SINGLE FAMILY RESIDENCE

A dwelling meant for occupation by a single family.

STRIP COMMERCIAL BUILDING

A single building with multiple accesses that is leased by square footage and allows interior businesses to vary in size.

TOWNHOUSE

A building that is comprised of more than one unit. Each unit being a narrow, two story with its own entrance. A townhouse may be part of an apartment building or a condominium.

SECTION 2***GENERAL PROVISIONS*****A) OBJECTIVES**

Addressing in Teton County over the last 30 years or so has been performed by various agencies including engineers, utility companies, developers, various county departments, and has even been self-assigned unbeknown to county assessor, and emergency and delivery services. With the variety of agencies, has come a variety of standards. Streets have come into existence without being screened for redundancy, nor displayed appropriately. Independent address grids have been ripening for conflict as cities have grown. The once unique grid system has had a new curvilinear common road system introduced resulting in a complex and confusing environment.

Simply put, addressing in Teton County is complicated. Without proper control, addressing becomes a major health, safety and welfare issue. It is the responsibility of Teton County to implement policy and code that will serve the public's best interest. The purpose of this ordinance is to create a fair and uniform standard for address assignment; to establish address grids; to create standards for the posting of road signage and structure identification; to formalize a process for the correction of erroneously assigned structures and roads; and to establish compliance procedures and processes to bring non conforming situations into compliance.

Teton County reserves the right as it sees necessary, to revise or rescind any portion of this ordinance. Any change to this ordinance shall be communicated to the public appropriately.

B) AUTHORITY

This ordinance is adopted under the authority and provisions of the applicable administrative rules, laws, and statutes of the State of Idaho, including but not limited to *Idaho Statutes 63-301, 63-302, and 63-310*.

C) ADDRESSING RESPONSIBILITY

This ordinance, all procedures and regulations contained herein shall apply to and govern every parcel, lot, or tract of land and improvement thereon, within Teton County, including the City of Teton, but not including the Victor and Driggs Address Grids, as shown on Appendix B.

TETON ADDRESS GRID

The Teton Address Grid consists of all that property within Teton County outside of the *Driggs and Victor Address Grids, including the City of Teton. In such cases where a city may choose not to address portions of their grid which are in the county, the county will assume the responsibility for addressing according to the county address grid. The County Assessor or its designee (hereinafter described as *County Addresser*), usually GIS, is responsible for addressing in the Teton Address Grid.

The preliminary assignment of new addresses shall be the responsibility of the County Assessor or its designee. New or changed addresses shall follow this ordinance except as determined by the County Addresser. In order to facilitate emergency and delivery services, assessors, and building officials, addresses shall be clearly visible during all phases of construction.

Building officials shall not issue a building permit until an official property address has been approved.

** Minutes of the City of Driggs City Council Meeting, October 2, 2007*

D) ADDRESS COMMITTEE

The Teton County Address Advisory Committee shall be comprised of one representative from each of the following agencies: Teton County Planning & Zoning, Teton County GIS, Teton County Sheriff, Teton County Road and Bridge, Teton County Fire Protection District, EMT, Emergency Coordinator, each of the cities within the county, each of the local United States Postal Service offices, utility companies, and communication companies.

This committee will meet as required with the purpose of making recommendations to the Teton County Board of Commissioners concerning public health and safety as it relates to addressing.

E) EFFECTIVE DATE

This Ordinance will be effective after adoption by the Teton Board of County Commissioners on _____. The ordinance may be reviewed as necessary by the Address Committee, and may be amended by the Teton Board of County Commissioners.

SECTION 3

NUMERIC ASSIGNMENT

A) FRONTAGE INTERVAL/ADDRESS STYLE

The County Address Grid follows the Public Land Survey System (PLSS); the origin being the intersection of “Fifth East”, and “East Little Street” in the city of Driggs. As the grid follows section lines, every mile shall consist of 1,000 address numbers, or a new number every 10+ feet, and following parity rules as outlined in this ordinance. Address numbers are to be assigned according to the driveway entrance, not the front of the structure.

B) ODD/EVEN NUMBER LOCATION (PARITY)

Even numbers shall be assigned along the northerly and westerly sides of the roads. Odd numbers shall be assigned along the easterly and southerly sides of the roads.

C) FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES

Fractional, alphanumeric, and hyphenated addresses are prohibited. This also applies to apartment and suite numbers.

D) COMPONENT ORDER

Components of a street address shall always be in the following order: address number, directional prefix (if any), street name, directional suffix (if any), and street type, designation of apartment or suite, and apartment/suite number.

E) DIAGONAL STREETS

Diagonal streets shall be treated as either north-south, or east-west streets. Once orientation is established it shall be used throughout the entire length of the road. The numbering system will not change even if the road changes direction.

Roads in developments should consider the initial orientation of a road from an access road as the orientation, even if a majority of the addresses follow another orientation.

F) CIRCULAR STREETS

A Circular road is one that returns to the same origin point or to the same originating road. Circular streets shall be numbered at a set interval beginning at the point that is closest to the origin, and continue on the outside to the other end of the road. The numbers on the inside should correspond closely with those on the outside.

G) CUL-DE-SACS

Parity rules shall be followed in cul-de-sacs with the midpoint of the arc as the dividing line between odd and even numbers.

H) CORNER LOTS

Corner lots shall be addressed according to the side of driveway access. As mailboxes are required to have a physical address, they should be placed on the driveway side. The address will be determined at the time the building permit is requested.

I) PRIVATE DRIVES/EASEMENTS

Private driveways/easements shall be named when providing access to two (2) or more structures. Structures shall be assigned addresses according to that driveway/easement.

J) SINGLE FAMILY RESIDENCES

A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.

K) DUPLEX RESIDENCES

A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

L) APARTMENT BUILDINGS

Apartments shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as sub-addresses. The apartment number assigned should indicate the floor location (e.g. Apt 204 is the fourth apartment on the second floor) Alphanumeric numbers are not to

be used. Apartment buildings with multiple entrances, where each entrance provides access to a limited number of apartments, shall require an address for each individual entrance.

M) MOBILE HOME PARKS/MANUFACTURED HOME COMMUNITIES

Each individual mobile or manufactured home shall be assigned its own individual address following the basic rules for distance and direction.

N) TOWNHOUSES

Townhouses that are individually owned and not part of an apartment complex shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction. Townhouses that are under the apartment category will be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as sub-addresses.

O) CONDOMINIUMS

Condominiums shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction.

An apartment building or townhouse complex that is converted to a condominium shall be required to be addressed with an individual address for each unit.

P) OFFICE BUILDINGS

Office buildings shall be numbered with the main building receiving one address and each individual office being assigned suite numbers as secondary location indicators. The suite number assigned should indicate the floor location (e.g. Suite 204 is the fourth office on the second floor). Alphanumerical numbers are not to be used. Office buildings with multiple entrances, where each entrance provides access to a limited number of offices, shall require an address for each individual entrance.

Q) INDIVIDUAL COMMERCIAL BUILDINGS

Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. When a business faces a main road, but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance faces the main road.

An individual building, housing more than one business, shall require a separate address for each unit. Suite numbers shall not be allowed. A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. Grocery store with cleaners, bank, hair salon etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner that it is legible to the public as well as emergency and delivery services.

R) STRIP COMMERCIAL BUILDINGS

Strip commercial buildings shall require an address to be reserved for each individual entry door. Careful planning shall be taken to reserve enough numbers for future divisions of businesses. Each business shall receive its own individual address. If a business is large enough to use space accessed by two or more doors, the business shall be assigned the number that corresponds to its primary entrance.

Addresses shall be determined by the street/road from which the business is accessed. On corner lots, when a business faces a main road but is accessed from a secondary road, an address will be allowed to the main road if the primary entrance for the units faces the main road. When each unit has an individual entrance, the building will be addressed to the road on which the majority of the entrances are located.

S) MISCELLANEOUS STRUCTURE

Outbuildings and/or utilities requiring metering that are required to have an address shall be given their own individual address, generally 4 to 6 numbers from the main residence. Outbuildings having their own access drive shall be assigned an address following the basic rules for distance and direction.

T) WIRELESS TOWERS

A wireless tower shall be assigned one address determined by the basic rules for distance and direction. When additional carriers are added all carriers will be assigned a Suite Number with the address including the first carrier.

NOTE: The County Assessor or its designee maintains the right to alter the above numeric assignments in such cases where there may be an exception or special circumstance.

SECTION 4

DISPLAY OF ADDRESSES

All principle buildings shall be required to display an address number in the manner prescribed in this ordinance.

A) RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to post and maintain, at all times, address numbers as required under this policy. All addresses shall be displayed in such a way that they are unobstructed and legible from the traveled roadway.

Construction sites shall be required to post the address as indicated on the building application from the time construction begins and is to be posted in such a way that it is unobstructed and legible from the traveled roadway.

B) PLACEMENT OF ADDRESS NUMBERS

When a cluster box is used it will only be required for the address to be displayed on the structure.

1. Mobile or Manufactured homes located within a development shall display the address number in numbers of at least (3) inches in height and on the side of the home facing the access road.
2. Structures located within a subdivision, condominium or within a city or town that is within fifty (50) feet from the edge of the road right-of-way shall:
 - a. Display the assigned number on the structure in such a manner that it is visible from the road.
 - The address shall be composed of numbers that are not less than three (3) inches in height and contrasting in color with the background on which they are affixed.
 - b. The address shall also be displayed on both sides of the mailbox
 - The address shall be composed of reflective numbers that are not less than two (2) inches in height.
 - c. The numbers shall be reflective numbers on a contrasting background.
 - d. The address shall not be obstructed in any way by any form of landscape, other mailboxes or newspaper delivery boxes.
 - When the mailbox is obstructed, it will be required that an address sign be displayed at the road, following the standards listed for structures located more than fifty (50) feet from the road.

3. Structures located more than fifty (50) feet from the edge of the road right-of-way, in addition to the requirements of B2, shall meet the following requirements:
 - a. Display the assigned address number on a post, fence, wall, or other permanent structure in such a way as to be visible during all seasons of the year.
 - b. The address shall be composed of numbers that are not less than three (3) inches in height.
 - c. The sign shall be composed of reflective numbers on a contrasting background.
 - d. The numbers shall not be less than four (4) feet and not more than seven (7) feet above the ground.

NOTE: As there may be unique circumstances or exceptions to the guidelines listed above, it shall be required that address markers are plainly visible from the access road, as determined by the building official or his appointed designee.

In compliance with the building code, it is required to have an address posted from the beginning of construction, as described in the current adopted International Residential Code. Failure to post address may result in the delay of issuance of a Certificate of Occupancy (C.O.).

SECTION 5

ADDRESS CORRECTIONS

Whenever an error in a numeric address or street name comes to the attention of the County Assessor or its designee, proceedings shall be initiated to correct the error.

Address changes become effective within 30 days of receipt of Notice of Address Correction. A resident who does not put a change of address in with their Post Office and who does not display the new correct address within the 30 day period will be in violation of this ordinance and subject to penalty as provided by this Ordinance.

A) NUMERIC CORRECTION

It shall be the intent of this ordinance to discourage the practice of making any change in addresses except:

1. If the existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system
2. If the existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this ordinance. Addresses that do not fall within the range of the property they belong to shall be changed as needed to correct range and to accommodate new growth.
3. When an address is in violation of parity rules as outlined by this ordinance.
4. When an easement becomes a named private drive and the structures must reflect the new road name using correct numerical range for the new road.
5. When an address is duplicated or otherwise violates this ordinance.

In the case of a numeric address change, the following procedure shall be followed:

6. The reason for the numeric address change shall be documented with the date and reporting party.
7. A new numeric address shall be determined using county address standards.
8. The property owner or owners shall be contacted by the County Addresser in written form using the governing assessor's information to identify ownership.
9. Notification shall also be provided by the County Addresser to government agencies that may be negatively affected, at the discretion of the County Addresser.
10. The residents shall be responsible for supplying their individual utility companies with a copy of the official change of address form.

B) STREET NAME CHANGES

Street name changes shall only be allowed when the name is a duplicate of another street within Teton County and/or interferes with the accurate dispatch of emergency vehicles or postal delivery. A road name may also be changed when one road had two commonly used names or where portions of what appears to be the same road have two or more names.

In the case of a street name change, the following procedure will be followed:

1. The reason for street name change shall be documented with date and reporting party.
2. The property owner(s) will be contacted in written form using the governing assessor's information to identify ownership.

3. Within sixty (60) days of notification, the owners of land accessed by the street to be renamed may submit to the Teton County Addresser, the following items:
 - a. A central person of contact for the owner group
 - b. A proposal of three different name choices, which comply with the street naming requirements, and that have been agreed upon by the majority of the affected property owners.
 - c. A list of all residents comprising the owner group with their current addresses and phone numbers.
4. The proposed street names will be screened with the official county road database, and one will be assigned. If submitted street names are not available, the Teton County Addresser will work with the central contact of the owner group to discuss alternatives.
5. Within sixty (60) days of the original notification, if a proposed street name has not been approved by a majority of the owners, a street name will be assigned by the Teton County Addresser.
6. Upon approval of the new street name by the Teton County Addresser, confirmation of the new street name will be mailed to each property owner affected by the change.
7. Notification of new street names will be sent by the County Addresser to:
 - a. Property owners
 - b. Dispatch
 - c. U.S. Postal Office
 - d. Affected Governments Assessor and Clerk
 - e. Affected School District
 - f. Teton County Clerk
 - g. Utility Companies

SECTION 6

STREET NAME REQUIREMENTS

A) STREET/ROAD DESIGNATION

Every existing, proposed, or constructed public road, private road or drive that provides, or will provide access to two (2) or more build-able lots shall have a street name assigned regardless of the length.

B) STREET NAMING RESPONSIBILITY

Application for new street names, or to reserve street names for a development is to be made through the Teton County Planning Department, or its designee.

The applicant must submit a completed Name request form to the Teton County Planning Department, along with a site plan showing the layout of streets. The name(s) shall be screened for redundancy and reserved in a preliminary road database. A notice of acceptance status shall be returned to the applicant.

The Teton County Planning Department shall not approve any proposed subdivision or plat until the proposed names have been approved.

C) NAMING NEW ROADS

When application is made for a new road name, the name will be screened using the Teton County Road database to check for duplication. Street names may be reserved for two (2) years. All street names will conform to the standards set in this policy.

D) RESERVING NEW STREET NAMES FOR NEW DEVELOPMENTS

A name request form must be submitted to the Teton County Planning department in order to reserve a road name. If the names are approved, they will be reserved for two (2) years. Only the number of roads on the site plan may be reserved.

In a development in which any given street constitutes a loop and in which a portion of that loop crosses over another street creating an intersection, each segment of the loop divided by that street shall be designated by a separate name. Street names become final upon the issuance of a final plat approval, or the recording of the final site condominium documents.

E) STREET NAME SELECTION

The following standards will be used:

1. "Old" and "New" may not be used
2. Abbreviations of words or names and initials are prohibited
3. References to a number are prohibited such as Ten, First, Sixth, excepting such cases where a recognized address grid is established.
4. A single alphabetical character cannot be used.

5. Duplicate street names are prohibited
6. Street names will be easy to pronounce and easily recognizable in emergency situations
7. No street name may duplicate, in sound or pronunciation, any other roadway already in use, previously approved, or slated for use in the preliminary stages of a project application anywhere within Teton County such as: Jerdan-Jordan, Gem-Jim, Queensboro-Queensbury.
8. Streets that are an extension of an already existing street shall maintain that street name.
9. No street name shall contain more than two words, excluding a suffix.
10. No special characters in road names such as hyphens, apostrophes, or dashes will be allowed.
11. Use of frivolous or complicated words or unconventional spellings will not be allowed.
12. Names that may be construed as obscene, offensive, spiteful, or indicate societal bigotry will not be allowed.
13. Names with the same theme are suggested for naming streets in an entire subdivision as a means of general identification.
14. Vanity street names that do not conform to the County address style will not be allowed.
15. No street name shall contain the words North, South, East, West, or any combination thereof unless it is used as a prefix or suffix, where it is divided by a line of origin, or in cases where the directional relates to well known geography such as "South Leigh Rd".

F) PREFIXES

Directional prefixes will only be used in conjunction with Grid Roads. (i.e., East 400 North) No more than one directional prefix will be allowed. Acceptable prefixes are North, South, East, and West.

G) SUFFIXES

Each approved street name shall require a street suffix. Only one (1) street suffix will be allowed per street name. Directional suffixes may only be allowed in conjunction with Grid Roads. All street suffixes will be abbreviated in compliance with the United States Postal Addressing Standards. (See *USPS Publication 28*, <http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>)

The street suffixes listed below will carry the following designations:

Circle	A thoroughfare that returns to the same origin point or to the same originating road. (Cir)
Court	A permanently closed road such as a cul-de-sac. (Ct)

- When there is an extension of a cul-de-sac to join another portion of a development it shall be required that the extension continues with the existing name.
- New developments should avoid using the suffix Court for any cul-de-sac that has the future potential for being extended.

Loop	A secondary thoroughfare that returns to the same originating road (the suffix Circle may also be used in this situation). (Lp)
Road	A secondary thoroughfare that is accessible from both its origin and terminus. The suffix "Road" is predominately used for public county and state roads. (Rd)
Street	A major thoroughfare that is accessible from both its origin and terminus. The suffix "Street" is predominantly used within city limits. (St)

SECTION 7

STREET NAME SIGNS

Guidelines for signs shall be dictated by the Manual of Uniform Traffic Control Devices (MUTCD) prepared by the Federal Highway Administration with the Idaho Department of Transportation exceptions incorporated.

The following shall be the sign requirements for the location and description of all Street Name signs in the County, except for those sign installations that exist at the time of the adoption of this rule. As the signs are replaced the new sign shall meet the location and description requirements.

A) LOCATION OF SIGNS

All public and private roads in Teton County shall be identified by a sign and shall display the proper street name. Street name signs shall be installed at the intersections. (Section 2A, MUTCD)

B) DESCRIPTION OF SIGNS

1.) SIGN COLOR

Signs shall consist of a white legend on a green background. All messages, borders, and legends shall be retro reflective and all backgrounds shall be retro reflective or illuminated. (Section 2D, MUTCD)

2.) SIGN HEIGHT

In business districts signs should provide a minimum of seven (7) feet of clearance between the top of the curb and the bottom of the sign. In rural areas signs should provide a minimum of eight (8) feet of clearance between the bottom of the sign and the traveled roadway (Section 2A, MUTCD). It is recommended that rural street signs have a clearance of nine (9) feet from grade to prevent vandalism. Where parking or pedestrian movements occur, the clearance to the bottom of the sign shall be at least seven (7) feet.

3.) SIGN LETTERING

The principal legend on guide signs shall be in letters and numerals at least six (6) inches in height for all capital letters, or a combination of six (6) inches in height for upper-case letters with four and a half (4.5) inches in height for lower-case letters. On low-volume roads (as defined in Section 5A.01 MUTCD), and on urban streets with speeds of 25 mph or less, the principal legend shall be in letters at least four (4) inches in height. (Section 2D, MUTCD)

4.) SIGN PLACEMENT

In business districts and on principal arterials, Street Name signs may be placed at least on diagonally opposite corners so that they will be on the far right-hand side of the intersection for traffic on the major street. Signs naming both streets should be erected at each location. They should be mounted with their faces parallel to the streets they name (Section 2D, MUTCD).

In residential districts at least one Street Name sign should be mounted at each intersection (Section 2D, MUTCD). The overall dimensions of the sign shall be no longer than forty-two (42) inches and shall be a height of nine (9) inches.

C) STREET SIGN INSTALLATION AND MAINTENANCE

1. PUBLIC ROADS

The applicable public agency will be responsible for all street signs on streets/roads designated as public.

2. PRIVATE ROADS

The applicable public agency will be responsible for the installation of all street signs in accordance with Section 7B. The developer/property owners shall be responsible for all costs determined by the applicable public agency. The developer/property owners will be responsible for all maintenance costs.

The applicable public agency may at their discretion have the developer/property owners install all street signs, in accordance with Section 6B. Final installation approval will be determined by the applicable governing public agency.

SECTION 8

PENALTIES

Due to the importance of displaying appropriate addressing information and road signage, any responsible person, home owners association, or property owners who have not affixed proper signage to a location where a street sign must be posted, or to a structure that is required to be posted, will be notified of the violation by mail and shall be given 30 days to correct the violation. If correction has not been made within 30 days, the county may lien for the cost of the addressing required, and post the sign or structure address at the expense of those responsible.

SECTION 9

SAVING CLAUSE

The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, Section or provision is declared void or unenforceable, for any reason, by a court of competent jurisdiction, the remaining portions of said ordinance shall remain in force.

SECTION 10

APPEALS PROCESS

The Teton County Address Committee shall act to hear petitions for relief from administrative actions taken by the County Addresser pursuant to the authority granted by this ordinance.

The Teton County Address Committee shall have the power to affirm, reverse wholly or partly, or modify the decision of the County Addresser after conducting a public hearing at which the aggrieved party or parties and the County Addresser are permitted to speak.

If the Teton County Address Committee decides that no error has occurred, but action by the County Addresser has created unnecessary hardship, an extension of time may be allowed, not to exceed ninety (90) days, to comply with the administrative order.

The Teton County Address Committee may reverse the decision of the County Addresser, provided that a factual error has occurred. The Teton County Address Committee may remand the matter back to the County Addresser with instructions for corrective action.

An appeal will be heard only in cases where the aggrieved party's address is being corrected because it is out of range, or when the aggrieved party can prove a factual error occurred in assigning the address. No appeal will be heard in the cases where the aggrieved party's address is out of sequence with surrounding addresses, or is on the wrong side of the road, or is being renumbered due to the fact that the dwelling should be addressed to the nearest road providing access to the structure, whether public or private, right-of-way or easement.

Appeals shall be filed by the aggrieved party within twenty eight (28) days of receiving their address or correction thereto. The appeal shall be in written form and filed with the County Addresser for review. If the County Addresser cannot resolve the issue, the appeal will be forwarded to the Teton County Address Committee. Within twenty eight (28) days, the aggrieved party will be contacted by the Teton County Address Committee of a scheduled public hearing date and time. The aggrieved party will be notified of the decision of the Teton County Address Committee within a period not to exceed twenty eight (28) days.

A party aggrieved by a decision of the Teton County Address Committee may file a further appeal to the Teton Board of County Commissioners (BOCC) within twenty-eight (28) days of an adverse decision.

A party aggrieved by a decision of the BOCC may file a further appeal to the District Court within twenty-eight (28) days of an adverse decision. The District Court shall affirm all such appeals except upon a determination that the BOCC

decision is based upon fraud, abuse of discretion, error of law, or where the decision is not based upon competent, material and substantial evidence.

APPENDIX A

